

CONTINUING AND EXTRA-CURRICULAR EDUCATION PROCEDURES 2018

Issued by: Deputy-Vice Chancellor (Education)

Dated: 27 November 2018

Last Amended: 29 January 2019

Signature:

Name: Professor Philippa Pattison

1 Name

This is the Continuing and Extra-Curricular Procedures 2018.

2 Purpose and application

- (1) These procedures are to give effect to the [Continuing and Extra-Curricular Education Policy 2017](#) (“the policy”).
- (2) These procedures apply to the provision of all continuing education and extra-curricular education.

3 Commencement

These procedures commence on 1 January 2019.

4 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the [policy](#).

Note: See clause 6 of the policy.

- (2) In these procedures:

Non-award Subcommittee means the subcommittee of the Board of Interdisciplinary Studies that provides academic quality assurance and oversight for non-award continuing and extra-curricular education courses.

unit means either an academic unit or specialist unit, as they are defined in in the [policy](#).

5 Reporting and review

- (1) The annual reports to the Non-award Subcommittee by heads of units, Deans or faculty boards:
 - (a) should be made in the form available from <https://intranet.sydney.edu.au/teaching-support/boards-committees-working-groups/non-award-subcommittee.html>;
 - (b) must address:
 - (i) the number of new courses;
 - (ii) the number of re-approved courses;
 - (iii) the total number of courses, including courses offered in partnership with the Centre for Continuing Education, for which the relevant faculty or unit has governance responsibility;
 - (iv) the number of enrolments by course;
 - (v) the academic quality of courses;
 - (vi) the strategic alignment of courses; and
 - (c) must include an annual balance sheet setting out:
 - (i) total revenue;
 - (ii) total expenses; and
 - (iii) where applicable, a course-by-course breakdown of direct revenue and direct expenses, including each responsibility centre, project code and account class.

Note: See subclauses 11(4)–(6) of the [policy](#).
- (2) The Non-award Subcommittee must:
 - (a) review annual reports it receives; and
 - (b) provide a summary report to the Board of Interdisciplinary Studies, including recommendations where appropriate.
- (3) The annual report of the Board of Interdisciplinary Studies to the Deputy Vice-Chancellor (Education) about the quality of continuing and extra-curricular courses must include recommendations.

Note: See subclause 11(8) of the policy.
- (4) The Board of Interdisciplinary Studies may direct the Non-award Subcommittee to conduct reviews of the strategic alignment and quality of continuing education courses which the Board has approved.

6 Centre for Continuing Education interim approvals

- (1) The Director of the Centre for Continuing Education may authorise the delivery of a proposed course pending approval from the Board of Interdisciplinary Studies:
 - (a) on an interim basis;
 - (b) and
 - (c) provided that the course is submitted to:



- (i) the next meeting of the Non-award Subcommittee for endorsement; and
 - (ii) then to the Board of Interdisciplinary Studies for approval, on the recommendation of the Non-award Subcommittee.
- (2) Before authorising delivery of a course on an interim basis, the Director of the Centre for Continuing Education must:
 - (a) be satisfied that it is:
 - (i) of comparable or superior quality to other continuing education courses approved by the Board of Interdisciplinary Studies;
 - (ii) aligned with the University's strategic priorities;
 - (iii) to be delivered by appropriately qualified and experienced personnel; and
 - (iv) presents no more than a low risk to the University; and
 - (b) conduct a risk assessment consistently with clause 7 of these procedures, and be satisfied that the risk is appropriate.

7 Risk management

- (1) When considering safety and risk for the purposes of approving a course under clause 10(4) of the [policy](#), the decision maker must be satisfied that potential risks are identified and appropriate mitigation strategies proposed.
- (2) Potential risks that must be assessed include, but are not limited to:
 - (a) whether the course involves working with members of the community such as medical patients;
 - (b) whether the course involves working with children or vulnerable adults;
 - (c) whether the course involves working with dangerous materials or hazardous substances;
 - (d) whether the course involves working with animals; and
 - (e) whether the course requires ethics approval.
- (3) If a course is proposed to be delivered with or using the services of third parties, the decision maker must be satisfied that the requirements of the [Educational Services Agreements Policy 2017](#) have, or will be, met before approving it.

Note: A tool for evaluating risk in continuing and extra-curricular education is available at <https://intranet.sydney.edu.au/teaching-support/boards-committees-working-groups/non-award-subcommittee.html>.

8 Student records

- (1) Faculties or units offering continuing education or extra-curricular education must keep records of each enrolled student's:
 - (a) name;
 - (b) course code or course name;
 - (c) enrolment date;
 - (d) course completion date;

- (e) certificate of attendance, if issued;
- (f) whether continuing professional development points were issued for undertaking the course (where this is known and validated); and
- (g) assessment results if applicable.

Note: See [Recordkeeping Policy 2017](#).

NOTES

Continuing and Extra-Curricular Education Procedures 2018

Date adopted: 27 November 2018

Date commenced: 1 January 2019

Date amended: 29 January 2019

Administrator: Secretariat, Academic Board

Review date: 27 November 2023

Rescinded documents:

Related documents: *Tertiary Education Quality and Standards Act 2011 (Cth)*

Continuing and Extra-Curricular Education Policy 2017

Learning and Teaching Policy 2015

Workforce Engagements and Payments Policy 2016

Affiliates Policy

AMENDMENT HISTORY

Provision	Amendment	Commencing
6(1)(b)	Delete 'for no more than one semester'	29 January 2019